

## **Historic Resources Specialist I, Front Desk Associate**

Archives and Records Services

Starting annual salary: \$30,385.00

Application deadline: November 12, 2021

The Reference Services Lobby staff member will perform paraprofessional library work that includes the following: directing building visitors to the appropriate locations, issuing research cards to patrons seeking to use the resources of the Archives Library, informing patrons of the library rules and regulations, monitoring the library's security cameras and theft alarm, answer the agency's main telephone line, index materials for enhanced public access, and other duties as assigned.

This individual will:

- Greet all MDAH visitors in a pleasant & courteous manner & direct them to the appropriate destinations.
- Assign researcher cards to library patrons: check patron's identification verifies that research applications are filled out completely & signed, remind patrons of the rules & regulations, accurately register patrons using the Koha circulation system & collect monies for replacement research cards.
- Respond to in-person & telephone queries: engage the public & communicate effectively in a pleasant, courteous manner, direct calls to appropriate staff members, relay messages when appropriate, & compile statistics & reports in a timely manner.
- Carry out special research/data entry projects: conduct in-depth research for state officials & administration, provide written report or letter by deadline, make a copy for the subject file when appropriate.

### **Education must meet the following criteria:**

- A Bachelor's degree from an accredited four-year college or university.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.